

| PAST PERFORMANCE QUESTIONNAIRE | |
|---|---|
| 1. Contractor Name: | 2. Contract Number: |
| 3. Contractor Address: | 4. Contract Type: <input type="checkbox"/> Firm Fixed Price <input type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Other (Please Specify) |
| 5. Agency Name: | 6. Agency POC/Phone/Fax: |
| 7. Period of Performance: | 8. Dollar Amount of Award: \$ Total Dollar Value with Mods: |
| 9. Title of Contract: | |
| 10. Description of Contract Service: | |
| 11. Complexity of Work: Difficult: _____ Routine: _____ | |

NOTE: Please use adjectival ratings from attached sheet.

| 12. Evaluation Factor | 13. Comments (Attach additional sheets, if necessary.) | 14. Rating |
|------------------------------|--|------------|
| a. Quality of Work | | |
| b. Personnel | | |
| c. Subcontractor Mgmt | | |
| d. Business Relations | | |
| e. Timeliness of Performance | | |
| f. Customer Satisfaction | | |
| g. Cost/Budget Control | | |

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| 15. Would you select this firm again? Please explain. (Attach additional sheet if necessary.) | |
| 16. Name & Date: | 17. Title: |

PAST PERFORMANCE RATING GUIDELINES

Summarize Contractor Performance in each of the rating areas. Assign each area a rating of Unsatisfactory, Poor, Fair, Good, Excellent. Use the following instructions as guidance in making these evaluations. Note: There is no corresponding guidance for "Customer Satisfaction". Please use the comments area on the preceding form to justify the rating given "Customer Satisfaction."

| Ratings | Quality of Work/ Personnel/Service | Cost Control | Timeliness of Performance | Business Relations/Sub Contractor Mgmt |
|----------------|---|---|--|--|
| | <ul style="list-style-type: none"> -Compliance w/contract requirements -Accuracy of reports -Appropriateness of personnel -Technical excellence | <ul style="list-style-type: none"> -Within budget -Current, accurate, complete billings -Relationship of negotiated costs to actual -Cost efficiencies -Change orders issued | <ul style="list-style-type: none"> -Met interim milestones -Reliable -Responsive to technical direction -Completed on time | <ul style="list-style-type: none"> -Effective Mgmt -Businesslike correspondence -Responsive to contract reqmnts -Prompt notification of problems -Reasonable/cooperative -Flexible -Pro-active -Effective SB/SDB Subcontract Program |
| Unsatisfactory | Nonconformances are comprising the achievement of contract reqmnts | Cost issues are comprising performance | Delays are compromising achievement of contract reqmnts | Response is not effective |
| Poor | Nonconformances require major agency resources to ensure achievement of contract reqmnts | Cost issues require major agency resources to ensure achievement of contract reqmnts | Delays require major agency resources to ensure achievement of contract reqmnts | Response is marginally effective |
| Fair | Nonconformances require minor agency resources to ensure achievement of contract reqmnts | Cost issues require minor agency resources to ensure achievement of contract reqmnts | Delays require minor agency resources to ensure achievement of contract reqmnts | Response is somewhat effective |
| Good | Nonconformances do not impact achievement of contract reqmnts | Cost issues do not impact achievement of contract reqmnts | Delays do not impact achievement of contract reqmnts | Response is usually effective |
| Excellent | There are no quality problems | There are no cost issues | There are no delays | Response is effective |